

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: Administrator, Grants **Date:** June 5, 2000
Position Grade: 10 **FLSA Status:** Exempt **Job Code:** 10-12

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GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Primary function is to monitor county grants and sub-recipients by maintaining a database tracking system to insure program compliance with state and federal laws. Provide grant administrative assistance to county departments, local government agencies, and human service organizations. Identify funding sources, collect pertinent information, disseminate to appropriate entity and assist in proposal preparation.

KEY RESPONSIBILITIES

1. Consult with departments, agencies and individuals and discuss funding sources, analyze competitiveness, establish proposal(s) time lines.
2. Assist with program implementation and grant administration.
3. *Review financial reports during grant period and at year end close out.
4. Provide resources (reports, articles, statistical data) to departments, agencies and individuals.
5. Act as grant project director in "last resort" situations.
6. *Maintain grant database, approximately 51 programs with \$13 M value.
7. *Monitor grant programs and sub-recipients for single audit compliance.
8. *Research funding sources via Internet and CFDA software, compile data, disseminate to appropriate entity.
9. *Create grant proposals to address county issues, provide technical assistance and review (edit) other proposals.
10. Schedule, attend and facilitate public meetings conducted for grant purposes.
11. Participates in FEMA recovery projects as necessary.

***Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: Bachelor's Degree required. Major(s) required: Public Administration; Business Management

Experience: 3 years to 5 years minimum amount of prior related work experience.

Impact of Actions: Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more division.

Complexity: Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.

Decision Making: Analytic: Supervision is present to establish and review broad objectives relative to basic position duties departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

Communication

with Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement or regulation of policies and procedures.

Managerial

Skills: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

Working Conditions/

Physical Effort: Normal office situation; Works alone or closely with others; Typically sitting at a desk or table; Light lifting or carrying 25 lbs. Or less.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____